Hardy Plant Society/MAG Grant Process *revised 12/13/2020*

Once a year, HPS/MAG awards grants to groups, schools, and other nonprofit organizations who are working to promote horticulture and/or environmental awareness. In return, the Society asks grant winners to acknowledge their grant and submit a brief report with photos upon completion of the project.

Grants are evaluated based on the criteria listed below. It is recommended that each applicant follow the outline of the proposed criteria when submitting grants. In general, grants range from $300 to $1,000. Emphasis is given to horticultural projects that will impact the community, and grants are more apt to be provided for plants and planting materials than structures. We welcome the opportunity to contribute to a project where there are other funding sources, including funds from the requesting organization.

Grant applications may be submitted beginning in early December with an application deadline of February 1. Grant award decisions will be completed by March 1 and grant award checks will be mailed within a few weeks. Traditionally, we request grant recipients to submit their final project report by October 1. Final reports should be e-mailed to vicepresident@hardyplant.org

We hope you are all successful in achieving your goals. Please e-mail your questions to vicepresident@hardyplant.org

Applicant Information:

To award a grant, we need the official name and address of the organization to which a check would be sent.

- Organization Name
- Contact Name
- Organization Mailing Address
- Contact Email
- Organization Phone
- Contact Phone
- Organization Website or Facebook address, if available

Grant Application Evaluation Criteria:

Every grant application is evaluated on the each of the following criteria. Please provide the most complete information you have available.

1. Purpose
    a. What is the primary purpose of the project?
    b. Describe the project in a few paragraphs. You may attach a maximum of 4 individual pictures, each picture needs to be a separate .jpg file.

2. Horticultural/Environmental Impact
    a. What plants will be used? Attach the plant list as a separate .xls file.
    b. Where appropriate, provide a design of the garden. You may attach the garden design as a separate .pdf or .jpg file.

    c.   How will the garden be maintained over time?

3. Educational Impact
   a. What is the potential target audience and number that may be impacted by the project?
   b. How will the target audience interact with the project?
   c. What educational materials will be used (plant labels/signage/pamphlets…)?

4. Funding Requested
   a. List other funding sources and amounts if available.
   b. Provide a detailed budget of how the funds will be used. Attach the detailed budget as a separate .xls file.
   c. What in-kind contributions will be provided (e.g., volunteer hours, space, other resources)?

5. Progress Reports and Acknowledgement

   The Hardy Plant Society/Mid-Atlantic Group requires that you provide us with periodic progress reports and accounting of the funds expended and that upon completion of your project, you forward a written report and final accounting of funds expended along with photographs (as a .jpg file) letting us know how our grant helped your organization. We wish to post these results to our website and in our newsletter so future applicants and HPS/MAG members can view your accomplishments.

   HPS/MAG requires that you acknowledge our funding and support. We will provide grant recipients with our logo, a grant credit line and suggestions for use but welcome you to decide how to best use these materials to publicize the connection with HPS/MAG. Please tell us how you have acknowledged our support in your final report.

   Funds may not be used for any purposes other than those set forth in your grant application. You acknowledge that the Hardy Plant Society/MAG has the authority to withhold and/or recover grant funds in cases where grant funds are, or appear to be, misused.

   Final reports should be e-mailed to vicepresident@hardyplant.org